

## Asphalt Technical Review Team (TRT) Meeting Minutes

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September 8, 2016

**Meeting Location:** Loblolly Conference Room, State Materials Office, Gainesville, Florida.

### Meeting Attendees:

**Asphalt TRT Members:** Rich Hewitt- TRT Chairman (State Construction Office) attended remotely by videoconference, Greg Sholar (State Materials Office) attended remotely by telephone, Jeff Fetzko (Turnpike) attended remotely by videoconference, Robert Grimsley (District 7) attended remotely by videoconference, and Igor Dubrovskiy (District 6) attended remotely by videoconference.

**Other Attendees:** Wayne Rilko (SMO) attending in Gainesville (SMO), Andy & Stacey White (attended by telephone). Ron Henley attended for part of the meeting to seek approval as an instructor.

**Minutes Taken By:** Igor Dubrovskiy

Meeting began at 1:30 PM and the following items were discussed:

### Sunshine Law Public Input at Public Meetings

- A request for Public Comments was made. None were received.

### Agenda Item 1: Oral Presentations by Proposed Instructors

- Ron Henley sought approval to become an instructor for Asphalt Paving Level 1. Greg Sholar proposed to waive the Power Point slide presentation (as Ron is already an approved instructor for multiple CTQP qualifications) and to only use a short session of Q & A. The Asphalt TRT concurred with his recommendation.

### Agenda Item 2: Review of May 31, 2016 TRT Meeting Minutes

*Note: Agenda Items 2 and 3 are combined below due to overlapping issues.*

### Agenda Item 3: Review e-mails and discuss Actions taken since last meeting of May 31, 2016.

- Exam questions challenged:
  - Plant Level 2 - received student challenges from Red Vector for questions A31/B31 and A38/B7 (E-Mail 07/27/2016). The trainee's concerns were addressed. No changes to the exam questions or answer choices are needed (Richard Hewitt's E-Mail 09/01/2016).
  - Paving Level 2- received student challenges from Red Vector for questions D17/A13/B28/C13 and D40/C31 (E-Mail 09/06/2016). The trainee's concerns were addressed. No changes to the exams are proposed and credit is only to be given for the correct answer noted in the Answer Key (Richard Hewitt's E-Mail 09/07/2016).
- Susan Robeson informed the Asphalt TRT that Daniel C. Hart withdraw his pending request to become a CTQT Instructor for the following courses (E-mails dated 6/16/2016 and 6/22/2016)
- Richard Hewitt clarified issue with training room set up. The Asphalt Technical Review Team (TRT) has never approved a provider with a setup other than a class room style setup. A classroom setup is necessary for student comfort, exam security, and ultimately course effectiveness. The E-mail was sent to Susan Robeson and Hesham Ali (FIU) on 6/23/2016.

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- Richard Hewitt outlined the distribution of the Asphalt Technical Review Team (TRT) tasks more evenly among all TRT members. The following tasks are: taking the minutes, Distributing draft minutes to the TRT for review and comment, addressing the TRT's comments, getting final copy of minutes to TRT and posted online, scheduling the next meeting, getting notice of public meeting for next meeting posted on line. (07/05/2016)
- Richard Hewitt sent the list of equipment which required to be supplied by Providers, for the Asphalt Courses. The list was requested by Susan Robeson. (07/12/2016)
- Susan Robeson recommend to add Andy White (of A&SW) as an Instructor Member to the Asphalt Technical Review Team. The TRT unanimously accept Andy White as an Instructor Member of the Asphalt TRT (07/20/2016).
- Rummel, Klepper & Kahl, LLP (RK&K) submitted Provider Requests for Asphalt Paving Level 1 and Asphalt Paving Level 2. The TRT recommended approval to Susan (Richard Hewitt's E-Mail 8/22/2016).

### **Agenda Item #4: Review of Provider audits since last meeting.**

- **Action Taken-**
  - Igor Dubrovskiy audited a Paving Level 1 course by FIU.
    - Instructor: Hesham Ali, Ph.D., PE
    - Provider Facility: FIU Engineering Center  
10555 West Flagler Street,  
Room 3665, Miami, FL 33174
- **Action Item-**
  - TRT Members will continue to look for auditing opportunities and will attempt to audit one course prior to next meeting.

### **Agenda Item #5: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Providers.**

- Rummel, Klepper & Kahl, LLP (RK&K) submitted Provider Requests for Asphalt Paving Level 1 and Asphalt Paving Level 2. The initial request was rejected by the TRT. The TRT expressed concerns that the room is not adequate for conducting training or providing exams. RK&K resubmitted the request with a new classroom accommodations (pictures were provided); the TRT unanimously agreed (via email) to recommendation that RK&K be approved as a Provider for both Asphalt Paving Level 1 and 2 courses. Richard Hewitt notified Susan Robeson by email on 8/22/2016.
- Gannet Fleming submitted Provider Requests for Asphalt Plant 1, Plant 2, Paving 1, and Paving 2.
  - **Action Item-**
    - Rich Hewitt will verify status of this request.

### **Agenda Item #6: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Instructors.**

- Ron Henley:
  - Ron Henley attended the Asphalt TRT meeting in Gainesville today (09/08/16) where he was asked questions related to the Asphalt Paving Level 1 coursework.

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- **Action Item** - Rich Hewitt will notify Susan Robeson that the TRT unanimously recommends to not approve Ron Henley as an instructor for the Asphalt Paving Level 1 course. The TRT recommends Ron study more and return to seek approval in the future.

**Agenda Item #7: Discussion of revisions to, acceptance, and approval of current Asphalt Course Materials.**

- Rich mentioned A&SW submitted an Excel sheet containing their comments and recommended changes for the Asphalt Paving Level 2 Course Slides and Exams (E-Mail 08/30/2016) Rich modified the Course Slides, Exams, and Answer Keys, as indicated in the Excel sheet. Rich distributed Exams to TRT members through the File Transfer Appliance (FTA), Excel file by e-mail, and the Course Slides are located on Susan Robeson's shared drive.  
**Action Item** - The other Asphalt TRT members will review changes and provide concurrence or recommended changes so it can eventually be published.

**Agenda Item #8: Discussion of acceptance and/or rejection of new courses**

No new courses were discussed.

**Agenda Item #9: Miscellaneous discussion.**

- Sharing of duties by TRT members
  - **Action Item** - Robert Grimsley will take minutes for the TRT Meeting on Dec 6, 2016 (10:00 am – 1:00 pm), as well as, scheduling of the next meeting after the meeting on Dec 6, 2016.

**Agenda Item #10: Selection of Date, Time, and Location of next Asphalt TRT Meeting.**

- Next Asphalt TRT Meeting will be Tuesday, December 06, 2016 (10:00am – 1:00pm), in the Loblolly Room at the State Materials Office in Gainesville, FL.
- **Action Items-**
  - **Igor Dubrovskiy** – will schedule the next meeting and send e-mail Notification of Public Meeting for the next Asphalt TRT Meeting (December 6, 2016) to Andrew Gormley for posting on State Construction Office (SCO) website.
  - **Igor Dubrovskiy** - will e-mail Draft Asphalt TRT Meeting minutes (September 8, 2016) to the Asphalt TRT Members for review prior to official distribution and posting on SCO website.
  - **Asphalt TRT Members** - Will review Draft Meeting Minutes (September 8, 2016) and e-mail concurrence or modifications to Igor Dubrovskiy.
  - **Igor Dubrovskiy** - After receiving review comments & modifications from TRT Members, Igor will make appropriate changes and e-mail final Meeting Minutes to Andrew Gormley for posting on the State Construction Office (SCO) website.
  - **Robert Grimsley** – will take minutes at the next Asphalt TRT Meeting (December 6, 2016).

The Asphalt Technical Review Team Meeting of Thursday, September 08, 2016 was adjourned at 2:30pm.